



POSITION DESCRIPTION

JOB TITLE:	Lead Consultant - Mana Developments (Backfill)
LOCATION:	Warrnambool, Victoria
TERM:	1.0 FTE 12 months full time
SALARY:	\$105,000 - \$115,000 per annum
REPORTS TO:	General Manager Mana Developments
SUPERVISES:	Officer and Coordinator

THE ORGANISATION

The Eastern Maar Aboriginal Corporation (EMAC) is a Registered Native Title Prescribed Body Corporate (RNTBC) established under the Native Title Act 1993 (Cth) and registered as a corporation under the Corporations (Aboriginal and Torres Strait Islanders) Act 2006 (CATSI Act).

EMAC was established in 2011 following a positive Native Title consent determination by the Federal Court. This determination granted rights over an area known as PART B, spanning from Deen Maar (Lady Julia Percy Island) in the south to Dunkeld in the north. It is shared with the Western Gunditjmarra Native Title Holders, represented by the Gunditj Mirring Traditional Owners Aboriginal Corporation.

In March 2023, a second positive Native Title Determination expanded EMAC's jurisdiction, covering an extended area from Yambuk to Aireys Inlet in the southwest, reaching Middle Creek and Ararat in the north, and returning south to Dunkeld.

Eastern Maar peoples are those descendants, including by adoption, of the following persons:

- King of Port Fairy and Eliza; Old Jack (father of John Dawson); Charlie and Alice (parents of Albert Austin); Samuel Robinson and Mary Caramut; Lizzie (mother of Frank Clarke); Robert and Lucy (parents of Alice Dixon); Barney Minimalik; Nellie Whiturboin; Louisa (mother of William Rawlings) and Richard Sharp;

and who:

- either identify as being from the eastern domain of the Maar-speaking people and are recognised as being from the eastern domain by the Eastern Maar people;
- or otherwise identify as Maar, Gunditjmarra, Tjap Wurrung, Peek Whurrung, Keeray Wooroong (Kirrae Whurrung), Kuurn Kopan Noot, Yarro Waetch (Tooram Tribe), Djargurd Wurrung, Gulidjan and/or Gadubanud and are recognised as being from the eastern domain by the Eastern Maar people.

EMAC is a formally recognized Registered Aboriginal Party (RAP) responsible for protecting and managing cultural heritage. The RAP boundaries extend beyond the Native Title-recognized boundaries, including Winchelsea in the east and reaching the furthest point of Landsborough in the north.

As the representative body, EMAC advocates for the collective group, advancing their native title rights, protecting cultural heritage, providing policy advice, and leading key initiatives aligned with the rights, aspirations, and assertions of the EMAC community. They actively strive to enhance the cultural and economic capacity and independence of Eastern Maar citizens by pursuing and implementing their economic and social aspirations, notably through the Victorian Registered Aboriginal Party regime.

PURPOSE OF THIS POSITION

Reporting to the Mana Developments General Manager, the Lead Consultant will play an integral role in an exciting new division for EMAC, working closely with the team to contribute to the long-term growth and sustainability of Mana Developments.

Mana Developments, in consultation and partnership with Eastern Maar Rights Holders, drives the development of businesses, products and services from start to end that lift up the economic prospects and contribute to the economic independence and increased opportunity of EMAC Rights Holders. This is an aspiration set by the community as part of Meerreengeeye Ngakeepoorryeeyt, the Eastern Maar Country Plan. Mana Developments was established to create new business and service lines to meet demands for Eastern Maar knowledge, experience, and perspectives in the marketplace.

A fundamental role of the position will be to engage widely with a range of key stakeholders including government and non-government agencies and, most importantly, with the Eastern Maar community. The role will identify and operationalise prioritised services and products through the research, design, modelling, development, and market launch stages.

KEY ROLES AND RESPONSIBILITIES

Strategy & Project Management

- Work with internal stakeholders (EMAC & the Eastern Maar Community) and external clients to define new, and work with already identified, business lines, products and services that Mana Developments will offer, and create a process to bring these to fruition. This includes but is not limited to the following;
 - Consult with various participants such as internal operational staff, the EMAC Board, and EMAC citizens to identify issues & ideas to meet demand in the market and capitalise upon opportunities;
 - Lead or support the structured conceptualisation of business lines, products and services from ideation to market launch stage. This includes setting and managing expectations, developing detailed plans and feasibility analysis
 - Create an accurate timeline for the launch of a business line, product or service and monitor the progress leading up to market launch stage, ensuring any issues that arise are dealt with swiftly;
 - Ensure cost efficiency and that any business lines are within budget.
- Manage project budgets.
- Provide regular updates and reports with clear and concise feedback to the Mana Developments General Manager for the purpose of informing progress to EMAC. Also prepare coherent and high-quality written documents in a highly collaborative manner with input from across the Mana Developments team, EMAC, the Board and the Community.

Operations

- Oversee staff in the day-to-day operations of commercial services, e.g. the management of community cultural services.

Management

- Lead, motivate and monitor team members and set clear goals for each team member whilst promoting the development of team members' skills.

Relationship Building & Engagement

- Ensure activities of Mana Developments align to the goals of Meerreengeeye Ngakeepoorryeeyt, the Eastern Maar Country Plan, and other strategies/documents that EMAC implements from time to time.



- Build and maintain strong collaborative and respectful relationships with various stakeholders including, government and business including potential business partners.
- Work with EMAC employees, as well as its members and Eastern Maar citizens where applicable, and agencies to ensure effective and efficient engagement and consultation.

Marketing

- Proactively identify the products and services to focus on and develop strategies to promote them.
- Analyse market research and develop profiles of customers to target, identifying their needs.
- Develop creative, marketing activities that appeal to the relevant target markets.
- Report on how services/products are performing and demonstrate flexibility to change course based on new information and refined strategy.
- Provide effective communication and marketing services to support Mana Developments and keep our community up-to-date and informed.
- Raise the profile of Mana Developments amongst relevant local, national and international stakeholders.

General

- Be aware and adhere to The Privacy Act, OH & S Legislation, and other relevant legislations.
- Be aware and adhere to EMAC Policy and Procedure manuals.
- Be aware and participate in staff performance reviews.
- Attend all mandatory training as required.
- Perform other duties as may be directed from time to time.

KEY SELECTION CRITERIA

ESSENTIAL

- Degree in Business/Economics, or other relevant discipline
- Excellent Project Management Skills, with a particular focus on delivering value and outcomes, and an ability to lead and manage multiple, complex work-streams simultaneously.
- Confident communicator with well-developed verbal and written communication skills, interpersonal and facilitation skills with proven success in engaging, influencing, building and upholding strong relationships with a diverse range of stakeholders.
- Proven track record of executing against deadlines and reliably delivering outcomes. Demonstrated critical thinking and strategic skills to solve complex problems to accomplish business objectives, overcome obstacles and address challenges, all whilst planning for the future.
- Proven ability to use initiative, work collaboratively, prioritise work requirements, consult appropriately and respond to direction.
- Proven planning, problem-solving and analytical skills with the ability to work through issues with moderate complexity and guide and/or coach others in the resolution of problems.

DESIRABLE

- Demonstrated understanding of the regulatory framework in which EMAC operates.
- Knowledge of Eastern Maar Peoples, Country, culture, values, aspirations and customs and experience working with the Eastern Maar Peoples, community and key organisations and stakeholder groups



- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner-led communities and organisations.
- Marketing experience and/or relevant qualifications

OTHER POSITION REQUIREMENTS

Offers of employment can only be made once all required probity checks have been completed. These include:

- Reference checks.
- The appointment of the successful applicant will be made subject to a satisfactory national police history check. A clear Police Check must be conducted within the last three months.
- The incumbent requires the ability to travel regularly for work-related purposes. A current Victorian driver's licence is essential.
- Proficiency in the use of computer and telecommunications technology.
- A request to conduct probity checks does not guarantee that an offer of employment will be made.

WORKING FOR EASTERN MAAR ABORIGINAL CORPORATION

EMAC EMPLOYEE BENEFITS

- Hybrid working arrangements available
- Paid Christmas break
- Employee Assistance Program
- Salary Packaging Benefits
- Mentoring, learning and career development opportunities

EMAC WILL OFFER

- A friendly and supportive culture
- Opportunities for career progression
- Opportunity to experience various teams



Eastern Maar
Aboriginal Corporation

HOW TO APPLY

To apply please include in your application a CV/resume and cover letter that addresses why you are the best candidate for this position and how your background, experience and skills align with the Key Selection Criteria.

Please ensure your full name is on all attachments and email your application to Bansri Dave, bansri.dave@easternmaar.com.au

Closing date for applications: **COB 20 May 2024**

If you have any queries about the role, please email bansri.dave@easternmaar.com.au

Applications from Aboriginal and Torres Strait Islander people are encouraged, but this is not a designated/identified Aboriginal and Torres Strait Islander appointment.